

**CITY OF ASHEVILLE, NORTH CAROLINA  
CLASS SPECIFICATION**

**REAL ESTATE MANAGER  
GENERAL ADMINISTRATION / OFFICE OF ECONOMIC DEVELOPMENT**

**GENERAL STATEMENT OF DUTIES**

Performs administrative, professional and technical work in managing the City's real estate portfolio and redevelopment projects. Employee reports to the Economic Development Director.

**DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class is responsible for managing assets in the City's real estate portfolio and conducts complex and confidential negotiations on real estate matters. Work involves designing and modifying program guidelines and materials; reviewing and approval of appraisals; bid and contract preparation; real property acquisition; property disposition; managing the lease of City property and assets; and providing assistance with relocation of displaced persons. In addition, the position serves as advisor to the Economic Development Director, City Manager and City Council. Extensive independent judgment and initiative must be exercised in developing long- and short-range plans. Tact and courtesy are required in frequent dealings with subordinate employees, associated agencies and the general public. Work is performed with considerable independence with broad objectives established as guidelines. Work is performed under limited supervision of the Economic Development Director and is evaluated through assessment of the efficiency of real estate and redevelopment operations.

**ILLUSTRATIVE EXAMPLES OF WORK**

**ESSENTIAL JOB FUNCTIONS**

Maintains up-to-date knowledge of City property and assets and redevelopment activities; serves as advisor to City Council and other City officials.

Oversees the preparation and obtaining of appropriate permits, ensuring compliance with appropriate rules, regulations, legislation and laws.

Oversees the establishment and maintenance of records and files; prepares regular and special reports, correspondence, and records.

Oversees contracts; obtains bids; prepares contracts; and oversees work performance.

Responds to inquiries from the general public.

Organizes activities related to the acquisition and disposition of real property; procures appropriate survey, appraisal and legal services; recommends real property acquisitions to the City Council; negotiates property purchases; oversees maintenance of acquired properties; notifies interested agencies and individuals as to the sale of property.

## **REAL ESTATE MANAGER**

Directs and oversees the collection of rents and permit fees.

Provides assistance to other staff in the redevelopment process; attends City Council meetings to provide input; attends various professional meetings and conferences.

Maintains up-to-date knowledge of laws and regulations that pertain to real estate and redevelopment.

### **ADDITIONAL JOB FUNCTIONS**

Performs related work assignments as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of the principles and practices of real estate sales, management and appraisal.

Considerable knowledge of the principles and practices of Community Development application and urban redevelopment.

Considerable knowledge of construction materials and techniques.

Considerable knowledge of the principles and practices of credit and finance.

Considerable knowledge of the principles and practices of contracting for professional and technical services.

Considerable knowledge of the geographical layout of the City.

General knowledge of governmental programs, laws, grants and services pertinent to real estate, redevelopment and community development.

General knowledge of the environmental and socioeconomic implications of the planning processes.

General knowledge of research techniques and reporting methods.

Working knowledge of basic accounting principles and practices.

Skill in the collection, analysis and presentation of technical data recommendations.

Ability to design instructional and promotional documents.

Ability to express ideas effectively orally and in writing.

Ability to communicate effectively with a variety of people at all socioeconomic levels.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

### **MINIMUM EXPERIENCE AND TRAINING**

Bachelor's degree in business administration, urban planning, public administration or a related field and 3 to 5 years of related experience; and/or any equivalent combination of training and experience required to perform the essential position functions. NC Real Estate Broker's License or ability to obtain within 6 months.

## REAL ESTATE MANAGER

### COMPETENCIES

**Technical Competency:** Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

**Interpersonal Competency:** Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

**Intellectual Competency:** Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

**Customer Service:** Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

**Organizational and Community Sensitivity:** Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

Salary Grade 22  
Exempt